

Ashill School PTFA

Minutes of the Annual General Meeting held on

Wednesday 21st Sept. 2016, 7.30pm at Ashill School.

Members Present

Liz Tozer (LT), Marika Sterry (MS), Lisa Hadley (LH), Janet Woodman (JW), Hazel Armstrong (HA), Sabrina Morris (SM), Sherry Burgess (SB), Tina Webber (TW), Andy Crouch (AC), Damian Price (DP), Millie White (MW), Rosanne Fry (RF), Sue Fish (SF).

Apologies

Mrs Price.

Review of Minutes:

Minutes of last year's AGM were read out by MS and agreed by everyone as an accurate recording of that meeting.

Minutes of last meeting held on 18-07-16 were read out by LT and agreed by everyone as an accurate recording of that meeting.

Matters Arising from last year's AGM

Gift Aid / Signatories / Governance. LH reported that the Gift Aid is currently in hand. An estimated £3,500 is to be paid back in our first gift aid reclaim and possibly more to come from the Auction of Promises event. LH to report when funds received and further information available (approx. 2 weeks time). **Gift Aid Letters to go out to all parents. LH**

It was agreed that the Governing Document would remain unchanged as it is quite difficult to alter but it had been noted that point number 13 was not being upheld (accounts to be audited independently). Therefore members present agreed that each financial year an independent auditor would be shown the accounts. This does not have to be in a paid capacity, a letter can be drawn up to confirm that someone with accounting knowledge/background who is independent of the day to day accounting process has verified the records. **LH and JW to action** finding an auditor to carry out this year's check. Also agreed need for a financial protocol on spend. **LH to draw up request for finance sheet and implement.**

Matters Arising from last PTFA Meeting 18th July 2016

Elmtree Textile Bin – the Village Hall felt unable to host a bin on their premises so it was agreed to carry on using the Bags 2 School type system. SB to compare prices of the Elmtree bag collection system against that received presently. RF also suggested looking at BIBIC as they offered more money per kg. **SB to action.**

School Open Day – JW said that a date had not been set yet but this would be some time in October. More details to follow. PTFA's support for this would be greatly appreciated. Some discussion took place about appointing a Press Officer post, as mentioned at the last meeting. See Election of New Committee below for outcome.

Chairpersons Report

I would like to begin this report, as I will no doubt end it, by expressing my huge personal thanks to everyone who has been involved this year. Having a great team of people working together always makes the impossible seem possible, and to be able to have fun along the way makes it a most enjoyable journey.

Here's a quick reminder of what we have taken part in, and achieved this year...

Our first welcome barbecue, 2 'bags to school' collections, a fantastic Christmas Fayre, Carol Concert & School Play refreshments, the ever popular Valentines Disco, a Garden themed Spring Fayre and our 5th Fathers Day Fun Run!

These events raised figures both large and small but whatever the amount we can be sure they will go to making a significant difference to the educational experience of our lovely children, whilst continuing to develop the community feel our school is so well known for.

I think perhaps the greatest achievement for me has been the transformation of the school garden. Building on work started the previous summer, the actions and generosity of families at the garden working parties and beyond, has been nothing short of incredible. I don't think I would be speaking out of turn to say it is like we have added an extra classroom to our fabulous little school, as the children will now get to enjoy this space year round, not just at playtime but through clubs, during lessons and with the development of Forest School. Huge thanks in particular must go the Lant and Crouch families who gave so much in both time and resources. Thank you also to Mrs Woodman for giving up your precious Saturday's and to all who joined us as we began weeding, digging, building, planting, scrubbing and painting!

Its also been a great year for building relationships, most notably Ken Stunt of Spectrum Sales for his generous donations of barbecue meats, Katherine Crouch for her wonderful support at our Spring Fayre, along with Alan and Kirsty Gibbs of Polka Dots Nursery, and the amazing Andrew Fox, Ilminster's Town Crier. Relationships which I hope we can continue to grow and develop, thank you to them all for their incredible support.

I have thoroughly enjoyed my time on the PTFA and step down with a heavy heart, but safe in the knowledge that there are a fantastic group of people with a real heart for this school stepping forward. I would like to wish you all lots of fun and thank you once again for supporting me in my varying roles over the past few years.

With all best wishes, Liz x

JW expressed her huge thanks on behalf of everyone at the School for Liz's huge contribution and dedication this past year as PTFA Chair and thanked her above all for her infectious enthusiasm in this role.

Treasurers Report

Please see attached documents

Resignation of current committee:

All members resigned: Liz Tozer as Chair, Sherry Burgess as Vice Chair, Marika Sterry as Secretary and Lisa Hadley as Treasurer, also Parent Reps. Sue Fish, Sabrina Morris, Andy Crouch, Sherry Burgess, and Tina Webber.

Election of New Committee 2016-17:

Chair Person – Sherry Burgess, nominated by LT and seconded by MS
Vice Chair Person – Tina Webber, nominated by SB and seconded by LT
Secretary – Millie White, nominated by SF and seconded by JW
Treasurer – Lisa Hadley, nominated by JW and seconded by SB
Parent reps:
Sue Fish – Nominated by MS, seconded by SB
Marika Sterry – nominated by LH and Seconded by LT
Hazel Armstrong – nominated by SB and seconded by LT
Sabrina Morris – nominated by MS and seconded by LT
Andy Crouch – nominated by MS and seconded by JW
Printed Press: Rosanne Fry – nominated by LH and seconded by TW.

The four main posts as above will also be listed as the Trustees on the Charity Commissions website, chair, vice, treasurer & secretary. **LH to action.** MW to look after PTFA email and submit a paragraph of news from the PTFA for each School newsletter. Social media to be handled by TW. RF would kindly send information about events to be held at the school by the PTFA to the local printed press, LH to help with proof reading. LH and Mrs Pitkin to update notice board with minutes of meetings, posters of events. **LT to action** email and social media handover.

Expenditure 2016/17:

JW requested a new mobile white board for KS2, ipads for learning and books for a new reading scheme. Books had already been agreed as the fundraising focus for our forthcoming Xmas Fair in December. LH to confirm what funds remaining from £700 raised for books last year which can also go toward the reading scheme. **JW and LH to action** and get back to PTFA with quotes for above requests.

Of the £900 raised at the Spring Fayre only a small amount has been spent leaving a significant chunk available to spend on a forest school structure or building for the garden once the correct item is identified. There is also around £600 left of the health and wellbeing grant available to spend as needs identified. The first £400 of this funded the greenhouse.

LT suggested moving £1500 of currently unallocated funds (last years Christmas Fayre and Fun Run) from the current account across to deposit account to ensure it is ring fenced to safeguard against future lack of school funding/IT renewal (as agreed at previous meetings after the auction of promises) it could be used as a back-up fund or when needed. **LH to action.**

More children coming to the school would ensure more funding allocated to school budget. But with less central funding coming in 2017/18 and the potential squeeze on smaller schools, it was felt Governors need to communicate more effectively with PTFA so we are better informed on potential fundraising requirements, and in turn parents are better informed on what future items would need to be paid for out of the PTFA funds. The gift aid payment would also be set aside and used as a contingency fund. **LH to action.** As a small school it looks like future fundraising would be paying for more essential items rather than extras as in recent years.

Fundraising 2016/17:

List of events confirmed to go ahead as follows:

Bags 2 School – Friday 7th October

Bingo night – Friday 7th October (RF asked if helpers can be there for 6.30 prompt)

Halloween Disco – Sat 29th October 6.00pm to 8.00pm

Xmas Fair – Sat 3rd Dec 12 noon to 2.30pm

Carol Concert Drinks - Wednesday 16th Dec

Small informal meetings about events to be held nearer the time, details to go up on the white board outside school and in newsletters, as to when and where.

Fun Run – Lynn and AC to head this event up, agreed to hold on a different date so as to avoid clashes with other well attended runs. Dates to be investigated.

AOB:

A letter had been received from the Chair of the Governors offering thanks to the PTFA, LT read out.

Date of next meeting:

Thursday 19th January 2017 7.30pm, Ashill School.

ALL WELCOME.